



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Catherine B. Barker, Treasurer
Todd Akin for Congress
P.O. Box 31222
St. Louis, MO 63131

Identification Number: C00343475

SEP 19 2000

Reference: April Quarterly Report (1/01/00-3/31/00)

Dear Ms. Barker:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Schedule B of your report discloses reimbursements to individuals for transactions other than travel, meals and lodging. Please be advised that when itemizing reimbursements to individuals for goods or services, if the payment to the original vendor aggregates in excess of \$200 in a calendar year, a memo entry including the name and address of the original vendor, as well as the date, amount and purpose of the original purchase must be provided. Please amend your report to include the missing information. (11 CFR § 104.9)

-Your report includes computer produced formats of the Summary and Detailed Summary Pages. Computer produced formats may only be used upon prior approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Your sample formats must include data in order to be reviewed for approval. 11 CFR §104.2(d))

Alternatively, freeware (FECfile) available from the FEC, can help you complete and file your reports electronically. You may obtain your free copy by downloading FECfile from our website, <http://www.fec.gov>, or by calling the FEC Electronic Filing Office at (202) 694-1307.

A written response or an amendment to your original report(s) correcting the above

problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130. —

Sincerely,

A handwritten signature in cursive script, appearing to read "C. Whyrick".

Christopher A. Whyrick
Reports Analyst
Reports Analysis Division

